

## Information Technology and Computer Skills Training

### **EXCEL 2007 - INTERMEDIATE**

**Where:** Jefferson City, 1738 E Elm Lower Level

**Time:** 8:00 a.m. - 4:00 p.m.

**Investment:** \$95.00

#### **Course Content**

Learners who attend this Intermediate Level workshop will receive more advanced skill building opportunities to increase their proficiency in the following areas:

##### **WORKING WITH ILLUSTRATIONS AND CHARTS**

- Working with pictures and illustrations
- Creating, modifying and formatting a Chart

##### **SETTING UP A PAGE AND PRINTING**

##### **VALIDATING, PROTECTING AND AUDITING FORMS & TEMPLATES**

- Using data validation and tracing invalid data
- Creating a new Workbook Base on a Template
- Protecting Worksheet Styles, Contents And Elements
- Protecting Workbook contents
- Protecting your Workbook from unauthorized users access
- Auditing Worksheets And Tracing Cell References
- Correcting calculation errors

##### **WORKING WITH ADVANCED FORMATTING, STYLES AND OUTLINING**

- Customizing the appearance of data with Advanced Formatting
- Using Conditional Formatting
- Maintaining format consistency with Styles and Themes
- Using Data Outlining

##### **WORKING WITH MULTIPLE WORKSHEETS AND WORKBOOKS**

- Managing data in multiple Worksheets
- Using A 3-D formula across Worksheets
- Using Range Names
- Combining Worksheets and data from different Workbooks
- Linking Information from different Worksheets and Workbooks

##### **USING ADVANCED FUNCTIONS**

- Using Financial Functions
- Using Logical Functions

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